

FLETT ROOM, BELMONT MEMORIAL LIBRARY  
BELMONT, MASSACHUSETTS

MEETING OF THE BOARD OF TRUSTEES SEPTEMBER 26, 2006

The meeting was called to order by Chairman Shubin at 7:34 p.m. Elaine Alligood, Mary Keenan, Larry McCormick, Heli Tomford, and Director Maureen Conners.

Director Conners introduced new staff: Technical Services Assistants, Meg O'Brien and Ann Marie Zocchi; and Circulation Assistant, Judy McSwain.

Chairman Shubin discussed the upcoming appointments to the Belmont Library Foundation Board of Directors. He reported that the two proposed appointees, Clayton Christensen and Nick Ypsilantis would accept the positions. Trustee McCormick moved to approve these appointments, Trustee Keenan seconded and the appointments were approved by all.

Director Conners presented a slide show of the 2006 Library summer programs created by Librarian Caren Guigli. Over twenty programs targeted to each age group, generated terrific attendance throughout the summer. Trustee Tomford suggested formatting the slide show into a short program for the cable channel to show. Additionally, Trustee Tomford suggested sending a copy to Ken Fish, the Executor of the Jane Gray Dustan Fund.

New Business:

Ms. Fran Ewen of the Belmont Human Rights Commission asked that the Trustees approve posting a sign that declares Belmont as a "No Place for Hate Community." The Trustees agreed to display the sign for a month.

A Library staff member inquired about the Library possibly hosting a food drive for a homeless advocacy group in Boston. This has not been done before and the Trustees, after discussion, decided it was not an appropriate activity for the Library to sponsor at this time.

The Trustees agreed to host a coffee to honor former Trustee Vera Dreyer's extensive service to the library. It was agreed to invite those who served with her on the board along with others who she knew and worked with throughout Belmont. The Trustees decided to contact the Belmont Library Foundation and the Friends to see if they wanted to help with the coffee and supply appropriate names to invite.

Old Business:

Director's review: Chair Shubin reported that the selectmen have not yet set the final merit raise percentage devised by the Board for Town employees in these salary categories. Chair Shubin will look into this.

Elevator: Director Conners reported that the elevator passed inspection. The waterproofing company believes a leak may well reappear; the pit will be checked at each inspection. The repairs have a 10 year warranty and will be fixed as needed.

Printer / Copiers: Director Conners reported that the Library's new printer copiers are now successfully setup, and working smoothly. Christine Hunnefeld, the Technology Librarian, is working on setting up the larger cluster of printer copiers to work with the new release workstation. Users send their documents to print at the release workstation and pay for the printing at pickup. Print quality is excellent on the new machines including the color copier.

New building update: Chair Shubin reported that on Monday October, 23 at 7:00 p.m. the Belmont Library Foundation will present a report on their preliminary research results. Trustees are encouraged to attend. Mark Dolney will be working as a director on BLF. The Trustees

expressed great interest in the Foundation beginning the next phase. The Trustees agreed that they look forward to working with the Foundation as they go forward.

Cluster Plan Update: Chair Shubin met with Marcy Schorr-Hirsch and Selectman Angelo Firenze over coffee to discuss possible cluster plan opportunities. Firenze agreed to bring several interested parties together after the November elections to discuss opportunities and potential collaboration.

Jane Gray Dustan Fund: Director Connors reported that the trust fund reached a milestone that provides another substantial donation. Director Connors presented various prospective opportunities for utilizing these funds.

Friends of the Library: Trustee Keenan presented the friends activities report. Jen Mugar Flaherty is now the new president. The Friends contribute a substantial amount each month to fund the numerous important library programs, speakers, and resources. The Friends also generate income by selling books at the main Library as well as online on Ebay and to local book dealers.

#### Committee Reports:

Policies Committee: The Town Warrant Committee requested the Trustees carefully review Library Policies and Fees to identify any opportunities for raising fines or fees for non-library services. The Trustees discussed the few existing opportunities for the Library and decided to do some research before responding to the Warrant Committee request.

Benton Library: Trustee Keenan met with Virginia Jordan and other Benton Branch supporters about Benton issues. Trustee Keenan reported about the proposed Benton Library Friend's Survey; much discussion arose, some Trustees commented that the survey should be limited to precinct 6 only. The Friends of Benton are attempting to set up a 501(c)3 corporation for raising funds to support Benton. The Trustees are concerned about identifying more precisely how many Benton neighborhood library users there actually are. So far, only about 25 people have expressed concern about the closing of the Benton Branch. Discussion centered on the need to collect specific, unbiased data about Benton users.

Circulation Desk Redesign: Director Connors and Circulation Supervisor Mary Hall are working with volunteer Architect David Johnson to come up with a new plan for renovating the Circulation Desk area to accommodate the substantial circulation workflow. Chairman Shubin suggested that Mary Hall and Director Connors quantify the benefits of these changes and get back to the Board. The Trustees wanted to heartily thank architect David Johnson for volunteering all his creative and hard work to redesign the area. The Trustees decided to review the redesign plan again next month after giving it additional thought and review. Mary Keenan moved that the board approve this review time period. Trustee Heli Tomford seconded her response; and the motion passed. These FY08 draft plans are due for further discussion at next month's meeting.

Chairman Shubin moved to adjourn the meeting at 9:20 p.m.

NEXT MEETING --- TUESDAY October 17, --- at 7:30 p.m. in the Flett Room.

Respectfully submitted,  
Elaine Alligood, Secretary